

# **SMITH RIVER RANCHERIA**



## **REQUEST FOR QUALIFICATIONS**

### **Preliminary Architectural, Engineering, and Design Services for Dee-ni'-dvn Project**

**Response Due: May 20, 2015 at 4:00 PM**

Smith River Rancheria  
140 Rowdy Creek Road  
Smith River, CA 95567  
707.487.9255

April 27, 2015

# **Request for Qualifications Architectural, Engineering, and Design Services for Dee-ni'-dvn Project**

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## **Project**

The Smith River Rancheria (SRR) is a tribal nation seeking to plan, design and develop a Cultural Center Project known as the Dee-ni'-dvn (People's-Place). The Dee-ni'-dvn project consists of 2 separate uses on nearby locations. One parcel will be the site of the project known as the Dee-ni'-dvn (People's-Place) Cultural Center, while a 2<sup>nd</sup> site will house the Interpretive Center /Museum. Both properties are owned by SRR, one is classified as trust land and the other as non-trust commercially zoned.

The goal of this RFQ process is to create a **Preliminary Architectural Study/Preliminary Engineering Report (PAS/PER)** for the Dee-ni'-dvn at these two sites. The Dee-ni'-dvn will serve multiple functions, but essentially is divided into a **cultural center** and an **interpretive center/museum**. The final plan and design of these two sites will require community and tribal input to insure that they are culturally appropriate and encompass Dee-ni' values.

## **Vision Statement and Purpose of Dee-ni'-dvn**

The Dee-ni'-dvn will serve as a resource to community members and visitors, and will serve to help in the rebuilding of our community through access to culturally appropriate opportunities, education and information.

Through a holistic approach, the center will nourish social relationships and foster an appreciation and understanding of the Tolowa Dee-ni' life ways/worldview. Generating an overall wellbeing for the people, while honoring our past and ensuring our future.

The Dee-ni'-dvn has been a conceptual idea for many years, looking to fill the void of a physical location where our culture and language can thrive; a place that can hold the embers of a cultural and a Dee-ni' language revitalization. To fulfill this goal, the Dee-ni'-dvn will be broken into two sites to fulfil the needs of multiple stakeholders of various backgrounds and needs.

Dee-ni'-dvn site #1 will house the cultural center that will serve two main functions: 1) a place to hold Dee-ni' Cultural Activities, and 2) house the SRR Waa-tr'vslh-'a~ (Culture) Department. The Dee-ni' Cultural activities to be held at the Dee-ni'-dvn intend to promote spiritual, mental, and physical health of the Tolowa Dee-ni'. These activities will include, but are not limited to:

1. Language Classes
2. Practice ceremony, singing, dancing
3. Basket material processing
4. Basket classes
5. Net making
6. Drum making
7. Canoe making

8. Sweats
9. Fish processing
10. Smoking Fish
11. Fitness and Training
12. Gardening
13. Cooking/ Food preparation classes
14. Tutoring

The Dee-ni'-dvn site #2 will house the interpretive center/museum that will provide information and educate on the larger community on the Dee-ni'.

One of the two sites will house a proper storage unit and management system for the SRR collection of cultural items.

Staff will provide consultant with additional details of potential planned cultural and educational uses of the sites.

The Dee-ni'-dvn will encompass Dee-ni' values and lifeways into all areas of design, including sustainability. Therefore the design will need to incorporate sustainable & green building concepts and renewable energy.

### **Background**

The Smith River Rancheria is a federally recognized tribal nation of Tolowa Dee-ni' Indians that is located in the far northwest tip of California, three miles south of the Oregon-California border in northwest California.

The Rancheria is checkerboarded and consists of approximately 700 acres, some of which is awaiting trust status. The existing Rancheria is within the aboriginal territory of the Tolowa Dee-ni' and includes many sacred and culturally significant areas. The Federally established service area for the Smith River Rancheria includes Del Norte and Humboldt counties in California and Curry, Josephine and Jackson counties in Oregon. There are over 1,600 SRR tribal citizens.

Project Site #1 is a SRR owned 11 acre commercially zoned parcel known as See-lhsrik (Eller Property) in Smith River, CA. The parcel abuts SRR trust land on the north side of the land and is a half a mile away from the ocean. A large portion of the land is a riparian zone with See-lhsrik creek running through it. Currently a wetland delineation survey is in the process. (*See FIGURE 1*)

Project site #2 is a SRR owned 1.3 acre trust parcel in Smith River, CA. The parcel is located at southwest corner of North Indian Road and Highway 101. It is a 5 minute walk away from the ocean.

The **Preliminary Architectural Study** will be used to develop proposals to fund the final design and construction of the project. It is the Tribe's intention to seek funding and proceed with development as soon as feasible.

Figure 1



## **SCOPE OF SERVICES**

### **Consultant Services:**

The scope of services to be provided by the Consultant shall consist of the following Tasks:

- 1) Preliminary Architectural Study (PAS) for Dee-ni'-dvn Development.
  - a. Include design updates & considerations identified above, with detail from staff.
  - b. Preliminary design should be sufficient to describe all necessary essential project elements in enough detail to provide a realistic preliminary cost estimate for development. (Include engineer's estimate of costs.)
  - c. Include engineering considerations as necessary.
  - d. Identify phases of development; helpful for funding and timing considerations.
  - e. If needed, make revisions to PAS after presenting PAS to relevant stakeholders.
- 2) Present PAS
  - a. Make a presentation of the PAS to relevant stakeholders (Council, Tribal citizens, Staff).
  - b. Answer questions, consider recommendations.
  - c. Coordinate with staff for appropriate times and venue.
- 3) PAS format
  - a. Consultant shall provide 3 hard copies of the report, reproducible on 11x17, and a digital copy in pdf document(s) of same.

## **PROPOSAL FORMAT**

The proposal shall include, as a minimum, the following information:

- Cover Letter – Letter is to be signed by a member of the organization having the authority to negotiate and execute contracts on behalf of the firm.
- Project Understanding - This section should outline the Consultant's basic understanding of the project. It should identify key issues to be addressed during the project and any insights or innovative ideas the Consultant can provide in addressing those issues.
- Scope of Work - Describe the work plan and time line that you intend to use to complete the tasks listed in the Scope of Services. Note any changes/deviations or additions to the work descriptions that may have been overlooked or that help clarify the work tasks.
- Responsible Personnel - List the Principal-in-Charge, Project Manager, and key project staff who will be directly involved in this project. Include a concise statement of qualifications and experience of each person together with the hours that each is committed to the project.
- Description of firm's relevant works as it pertains to culture centers, community

centers, interpretive center/museums, and culturally appropriate work with other tribal communities.

- Sustainable Design/Green Building: Address your firm's approach to incorporation of affordable, yet attractive, durable and low maintenance construction and finish materials. Also, address your approach to incorporation of energy efficient design and materials.
- Related Experience - Include three projects in progress or completed during the last three (3) years that are comparable to this project.
- Indian Preference - Include documentation that the Consultant is Native American Owned; or employs key employees as defined under the Smith River Rancheria Tribal Employment Rights Ordinance (TERO); and describe how your firm will comply with Section 4(c) of the Native American Self-Determination and Education Assistance Act (P.L. 93-638) as amended.
- Consultant Fee –Fees shall include all markups, overhead, and profit. Consultant shall also include a current fee schedule that includes hourly rates for all classifications of workers, including subcontractors, expected to work on this project. The estimated fee shall be submitted in a sealed envelope along with copies of the proposal. The Consultant should be advised that pursuant to the Smith River Rancheria Tribal Employment Rights Ordinance, there is a 2.5% TERO fee on the total value of the Consultant Fee.

### **PROPOSAL SUBMITTAL**

Pages in the proposal shall be typed and double sided with the maximum number of pages of proposal information (excepting cover sheet, index sheet, blank pages, and table of contents) to be limited to thirty (30) printed pages. There is no penalty for fewer pages. Only the specifically requested information shall be submitted.

The Consultant shall submit one (1) original, unbound proposal and three (3) copies and one digital copy (flash drive, CD, or email). The proposals, both hard copy and digital, shall be received at the Tribe's office by the time and at the location noted on the cover sheet of this RFQ. The Tribe reserves the right to reject, at its sole discretion, proposals received after this time and date. The Tribe has the right to waive minor irregularities in any proposal received.

### **EVALUATION CRITERIA**

A Review/Selection Committee made up of Tribal stakeholders will evaluate the Consultants based on the proposals and, if necessary, an oral interview to determine which Consultant is best qualified to perform the work for this project.

The Selection Committee will make a recommendation to the Tribal Council that negotiations be opened with the top-ranked consultant to ensure that the consultant has a full understanding of the expectations of the Tribe, that the scope reflects all tasks anticipated to be required to successfully complete the project, and that the fee reflects completion of the project to the satisfaction of the Tribe. In the event that the Tribe and the top ranked Consultant are unable to come to an agreement as to scope and fee, the Tribe reserves the right to close negotiations with the top-ranked Consultant and open negotiations with the second-ranked Consultant. Once an agreement is reached involving the scope and fee, the Tribal Administrator will make a recommendation to the Tribe Council to award the project to the selected Consultant and to authorize Staff to enter into a Professional Services Agreement with that Consultant. If the Tribal Council is in agreement with the

recommendation, Staff will proceed with the completion of the agreement and prepare for contract execution.

The following items, as they relate to the Scope of Services Tasks described above, will be used by the committee to assist in the ranking of the Consultants' proposal and the oral interview:

- Understanding of the Project
- Experience with Similar Types of Work
- Experience and Qualifications of the Project Manager
- Experience and Qualifications of the Project Team
- Ability to meet project timelines
- Overall Cost
- Indian Preference

### **TENTATIVE SCHEDULE**

Begin Circulation of RFP to Consultants

(April 25, 2015)

**Deadline for Proposal Submission**

**(May 20, 2015, 4:00pm)**

Evaluate Proposals for Short-Listing

(May 21-22, 2015)

Consultant interviews (if necessary)

(May 26-29, 2015)

Select Consultant

(June 3, 2015)

### **TRIBE'S CONTACT**

Questions regarding this RFP should be directed to:

Tim Hoone, Grants and Contracts Manager  
Smith River Rancheria  
140 Rowdy Creek Road  
Smith River, CA 95567  
707.487-9255, ext. 1230  
[tim.hoone@tolowa.com](mailto:tim.hoone@tolowa.com)

Clarification offered by the Tribe to one Consultant will be distributed to all known interested parties, at the Tribe's discretion.

### **STANDARD CONSULTANT AGREEMENT**

The Consultant selected to provide the scope of services shall use the Tribe's standard Professional Services Agreement. A template copy of this agreement is attached to this RFP. By submitting a proposal for the work, the Consultant agrees to utilize the Tribe standard agreement form for the contract. Contractually required insurance coverage and endorsement information is shown in the body of the document.

### **ATTACHMENTS**

*Maps*

*Smith River Rancheria Professional Services Contract*